

Submission Requirements and Process for Papers and Teaching Cases

USASBE/SBI 2006 Joint Conference

Submission Due Date: August 15, 2005

IMPORTANT NOTICE: The USASBE/SBI 2006 Joint Conference will utilize a “Rule of 3” for submission purposes. No one may submit more than three (3) competitive submissions (papers, teaching cases, workshops, or symposia) to the USASBE/SBI 2006 Joint Conference or appear in more than three (3) competitive sessions during the refereed scholarly program. Appearances include roles as authors and/or presenters. Multiple appearances in a single session count as one session. Exceptions will be made for invited workshops/symposia, officer roles, and general and division sessions.

- * Authors must designate a division/track for submissions in the online submission system.
- * All submissions must be entirely original and must not be under concurrent consideration or scheduled for presentation elsewhere.
- * All submissions must be typed, double spaced with one-inch margins using 12 point Times Roman font in a Word or PDF file.
- * All submissions from students should be noted as such when author information is entered into the online submission system. The author entering the submission is referred to as the contact author. If the student author *is not* the contact author, the student author may be designated when additional authors are entered by placing “(student)” in parentheses when the student’s last name is entered into the system (i.e., “LAST NAME (student)”). If the author entering the submission *is* the student author, he/she must send an e-mail after the submission is complete that includes the division/track name, submission identification number, and submission title to Dr. Geralyn McClure Franklin, USASBE/SBI 2006 General Program Chair, at franklin_g@utpb.edu.
- * All submissions must include an academic abstract (no more than 100 words) and an executive summary (no more than 300 words). The executive summary is intended for business practitioners and should provide a summary of the findings, implications for practice, how the findings can be implemented, and the “So What?” question.
- * All submissions must include a “So What?” section prior to the “Conclusion” section. This section should address the paper or case’s contribution to the field for practitioners.

- * Teaching cases may be based upon a primary or secondary data source reflecting the situation of an actual organization. Teaching case submissions must be accompanied by a copy of an instructor's manual or teaching note. The case and teaching note should be included in the same Word or PDF file that is uploaded into the online submission system.
- * The entire paper or teaching case, including the academic abstract, executive summary, references, and figures, should not exceed 30 pages in length.
- * All submissions will be blind reviewed. Authors must avoid revealing their identities in the body of the paper.
- * Selection for inclusion in the conference program will be based upon quality, originality, and relevance in the judgment of at least two independent reviewers. Reviewers will be directed to look for the "So What?" issue.
- * Authors having papers and teaching cases accepted for presentation must agree to follow a specific format in preparing Word files of a one-page academic abstract along with the executive summary and full paper by November 1, 2005. Detailed instructions will be provided with the acceptance notice. The *USASBE/SBI 2006 Proceedings* will be in CD-ROM format.
- * Submissions may be entered as of April 20, 2005. The submission due date is August 15, 2005.

If you have questions, please contact Dr. Rebecca J. White, USASBE/SBI 2006 Competitive Papers Chair, at usasbe@nku.edu.